

ERICKSON ROBINSON

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Sharjah, UAE.



PROFILE

Accurate and immensely motivated personality. Highly skilled at generating and analyzing financial reports, leading cash flow analysis etc. Innovative & result driven leader focused on achieving exceptional results in highly competitive environments that demand continuous improvement.

WORK EXPERIENCE

- Worked as an Assistant Manager at Pizza Hut (From 2022 - 2023)
- Worked as Shift Supervisor at Pizza hut (From 2021 - 2022)
- Worked as a Cashier Supervisor at Pizza Hut (From 2020 - 2021)
- Worked as a Call Center Agent at Pizza Hut (From 2019 - 2020)
- Worked as an Administrative Assistant at CEO CLUB LHR (From 2018-2019)
- Worked as Receptionist at City 42 city news network (From 2017 - 2018)

RESPONSIBILITIES

- Incoming calls of customer for order taking. Deal with all enquires /customer complaints in a professional and courteous manner, in person, on the telephone or via email.
- Maintaining Till, Cash flow & Till Audits
- Assisting in keeping the restaurant clean and tidy, at all times.
- Complete all daily administration tasks as required
- Training New Joiners & assisting Team members in daily routine tasks
- Prepare daily DVS (Daily variance sheet) & DSR (Daily sales report)
- Handling weekly petty cash
- Do ready restaurant for audit according to FSCC and ACE
- Assisting in monthly financial audits
- Managing administrative task of the organization at CEO CLUB Pakistan
- Deals with current and new employees of the city news network received messages and mails/ packages of employees and delivery them to the concerned persons. Also receive phone calls provide information and connect important calls to concerned persons of the office.

EDUCATION

- **M.A Political Science** - University of the Punjab, Lahore (2022)
- **Bachelor of Mass Communication** - University of the Punjab, Lahore (2020)
- **FSC Pre-Medical** - Forman Christian College, Lahore (2014)
- **Matriculation** - Millat High School (2012)

CERTIFICATION

- L.A.S Certified from Yum international.
- Certificate of Computer classes from TEVTA Lahore, Pakistan.
- Certificate of Growth mind set from hut International University.
- Participate as a volunteer in eighteen CEO summit Asia at Pearl Continental Hotel Lahore.

- Certificate of international psychology conference in Government Collage University, Lahore.

SKILLS

MS Excel, MS Word, PowerPoint, Communication skill

Languages

English, Urdu, Hindi and Punjabi.

Interpersonal Skills

Negotiation skills, result oriented, multitasking, target achiever, Problem solving, Proactive, Decision making, Leadership, Administrative Experience.

Reference: Will be furnished upon request.

